

### Measurable Skill Gains Desk Reference

MSG	Definition	Categories of MSG	Documentation Required	NCWorks Keying
Educational Functioning Level (EFL)	Documented achievement of at least one educational functioning level of a participant who is receiving instruction below the postsecondary education level.	Pre- and post tests	<ul style="list-style-type: none"> <li>■ Pre- and post test results</li> </ul>	From the Program's screen -> expand Education Functioning Level for Measurable Skills Gains -> click "Create Educational Functioning Level Record" *
		Participant who exits a program below the postsecondary level (includes a basic education program) and enrolls in postsecondary education and training during the program year.	<ul style="list-style-type: none"> <li>■ Postsecondary education or training enrollment determined through data match, survey documentation, or case notes</li> </ul>	This MSG is automatically captured by the system when the case manager records the participant's enrollment in postsecondary education or training through follow-up; thorough and complete case notes are extremely important.
Secondary School Diploma/Recognized Equivalent	Documented attainment of a secondary school diploma or its recognized equivalent.	Secondary School Diploma	<ul style="list-style-type: none"> <li>■ Copy of credential</li> <li>■ Copy of school record</li> </ul>	From the Program's screen -> expand Credentials -> click "Create Credential" *
		Certification of passing scores on all parts of a State Recognized High School Equivalency test	<ul style="list-style-type: none"> <li>■ Follow-up survey from program participant</li> <li>■ Case notes documenting information obtained from education or training provider</li> </ul>	
Transcript/Report Card	Secondary or postsecondary transcript or report card for a sufficient number of credit hours that shows a participant is meeting the State unit's academic standards.	Secondary School Diploma	<ul style="list-style-type: none"> <li>■ Transcript that demonstrates: grades of D or higher; semester occurred within current program year; participant is in good academic standing</li> <li>■ Report Card that demonstrates: grades of D or higher; semester occurred within current program year; participant is in good academic standing</li> </ul>	From the Program's screen -> expand Measurable Skills Gain -> click "Create Measurable Skills Gain" *
		Postsecondary Education	<ul style="list-style-type: none"> <li>■ Transcript that demonstrates: grades of D or higher; semester occurred within current program year; participant is in good academic standing</li> <li>■ Report Card that demonstrates: grades of D or higher; semester occurred within current program year; participant is in good academic standing</li> </ul>	
Training Milestone/Progress Report	Satisfactory or better progress report towards established milestones from an employer or training provider who is providing training.	Training Milestone/Progress Report	<ul style="list-style-type: none"> <li>■ Documentation of a skill gained through OJT or Registered Apprenticeship</li> <li>■ Contract and/or evaluation from employer or training provider documenting a skill gain</li> <li>■ Progress report from employer documenting skill gain (or documenting a pay increase resulting from newly acquired skills or increased performance)</li> </ul>	From the Program's screen -> expand Measurable Skills Gain -> click "Create Measurable Skills Gain" *
Skill Progression	Successful passage of an exam that is required for a particular occupation or progress in attaining technical or occupations skills as evidenced by trade-related benchmarks, such as a knowledge-based exam.	Skills Progression	<ul style="list-style-type: none"> <li>■ Results of knowledge-based exam or certification of completion</li> <li>■ Documentation demonstrating progress in attaining technical or occupational skills through an exam or benchmark attainment</li> <li>■ Documentation from training provider or employer</li> <li>■ Copy of credential that is required for a particular occupation and only is earned after the passage of an exam</li> </ul>	From the Program's screen -> expand Measurable Skills Gain -> click "Create Measurable Skills Gain" *

\* For more detailed procedures please reference "Keying MSGs in NCWorks Guidance" located in the NCWorks Resource section.